

CALIFORNIA CHILDREN AND FAMILIES COMMISSION

MAY 16, 2002 COMMISSION MEETING

PITTSBURG, CALIFORNIA

ITEM 1 Call to Order

Chairman Rob Reiner called the meeting to order at 9:20a.m.

ITEM 2 Roll Call

Those in attendance were Commission Chair Rob Reiner, Vice-Chair Kimberly Belshé, Commissioners Elizabeth Rice-Grossman, Sandra Gutierrez and Karen Hill-Scott. Also in attendance were Ex-Officio Members Theresa Garcia and Glen Rosselli.

ITEM 3 Approval of Minutes-Action

The minutes of the April 18, 2002 Commission Meeting were approved as drafted.

ITEM 4 Chairman's Report-Rob Reiner

Chairman Reiner reported that:

- Ads for the new media campaign were shot during the week of May 6 for airing in the fall of 2002.
- New ads will be shot in the fall as part of the next media campaign and will include a focus on the "Kit for New Parents".
- An effort is underway to "brand" the Proposition 10 School Readiness effort as a way to identify for the public what Proposition 10/Children and Families programs do and why.
- The Hope Street Family Center, a hospital-based school readiness site, received a NOVA award from the American Hospital Association for its collaborative efforts on improving community health status in the Los Angeles area. It was one of 5 organizations (among 90 that applied) to receive this award.

ITEM 5 Executive Director's Report-Jane Henderson

Director Henderson reported on:

The School Readiness (SR) Initiative

- The SR Initiative is progressing and expanding. Applications for the second cycle of School Readiness Matching funds were due May 15, 2002 and 12 County applications were submitted for 27 programs. This was in addition to the 41 programs submitted by 19 counties in the two earlier application rounds.

Approved: June 20, 2002

- The Commission will conduct the statewide review of the applications on June 5-6, 2002 in Sacramento and announce the SR Matching Funds Grant Awards on July 1, 2002. The Executive Director invited county commissions, their local partners, and members of the Advisory Committee on Diversity, Healthy Start program reviewers, and others associated with Proposition 10 and the SR Initiative to volunteer and participate in one of the 5 remaining application reviews.
- Teleconferences will be held every 2-3 weeks with Commission staff to discuss programs, fiscal issues, and evaluation. Counties will be informed of the schedule of such teleconferences.
- Resources for information and technical assistance remain available for the SR Initiative. Among these are the School Readiness web page (www.ccfc.ca.gov), which is continually updated, and the Technical Assistance contract with UCLA for School Readiness Technical Assistance.

Technical Assistance

- The Technical Assistance RFP released in January 2002 will not be awarded. There were six responses, each very different in scope and cost, and it was clear in reading them that we may not have gotten the most needed services to the most needy "audience" if a contract had been awarded in this process.
- Cost was a factor as was scope of work. It was evident from communications with county commissions that their TA needs have changed in recent months. The TA proposals had a minimum cost of \$15 million over three years.
- The Commission has begun working with a TA working group within the California Children and Families Association (CCAFA) to get a clear sense of what the need is, and to whom the TA services need to be provided.
- The Commission and CCAFA staff had a productive initial meeting that outlined a TA module system that can provide TA by subject matter to the proper audience in a more targeted, less ambitious manner.

Discussion:

Commissioner Gutierrez asked if technical assistance related to diversity issues and the Equity Principles was discussed at the joint TA Working Group meeting and suggested that a module needs to be focused on language, culture, and diversity. Director Henderson responded that the issue was raised and discussed, and that a member of the Diversity Committee will be a part of the TA Working Group.

October Commission Meeting

- The October meeting of the California Children and Families Commission will be held in Long Beach on October 17, 2002.

Commission Meeting Material on the Web

- Director Henderson reminded the audience that Commission meeting handouts are posted on the CCFC website (www.ccfc.ca.gov) on the Friday afternoon preceding each monthly meeting.
- This is done to allow county commissions and other colleagues and constituencies time to review materials prior to arriving at the meetings.

May Budget Revise

- Joe Munso, Chief Deputy Director of the Commission, presented this item.
- The May Revise of the Fiscal Year 2002-03 State Budget identified a \$23.6 billion budget gap.
- The Governor's May Revise addresses the deficit in several ways, including, but not limited to, the following:
 - The Governor has proposed a 50 cent tax increase on tobacco products to be implemented in September 2002, and expected to raise \$475 million in General Fund revenue for the upcoming fiscal year.
 - The Governor has proposed to securitize \$4.5 billion of master settlement funds, up from the \$2.4 billion proposed in the January budget.
 - The \$34 million from the Tobacco Settlement Fund earmarked in the January budget for youth anti-tobacco efforts has been eliminated.
 - \$7.6 billion in program reductions are proposed. These include \$1.1 billion in Medi-Cal reductions, largely from eliminating most optional benefit coverage and reducing eligibility, along with cuts in Medi-Cal and Healthy Families outreach funds, \$40 million in cuts to mental health programs, and the \$34 million reduction in youth anti-tobacco programs mentioned above.
 - The vehicle license fee that had been reduced two years ago is proposed to be increased, resulting in \$1.3 billion in revenues.
 - The Governor proposes to secure \$1.7 billion in loans, \$1.3 billion in fund shifts, \$1.1 billion in debt restructuring, \$2 billion in estimated federal funding increases and federal tax compliance efforts, \$1.1 billion resulting from deferring certain payments to schools, and several more billions of dollars from various other accounting actions/accelerations/transfers/shifts.
- The May Revise restores previously proposed reductions in the Child Health and Disability Prevention (CHDP) program. Instead, CHDP would be used as a gateway to streamline enrollment into the Healthy Families and Medi-Cal programs.

- Previously proposed “child care reforms” were also rescinded in the May Revise. (These reforms had been proposed following the Governor’s administrative review of the child care system.)

Discussion:

Commissioners acknowledged the Governor’s leadership in making difficult budget decisions and discussed encouraging the Governor to accelerate implementation of some of the tax increase options presented (e.g., the tobacco tax and VLF increase) to make those revenues available sooner in order to reduce the negative impact on health programs.

Commissioners questioned the impact of these budget proposals on such programs as “Express Lane” Medi-Cal eligibility, Food Stamps, Children’s health and dental care, Proposition 99 and others. Mr. Munso responded that “Express Lane” eligibility implementation is being delayed. Dental exams for children on Medi-Cal will be covered once per year, rather than the currently covered two visits per year.

ITEM 6 California Children and Families Association (CCAFA) Report

Pat Wheatley, President of the California Children and Families Association reported on the following:

- The Association’s meeting of May 15, 2002 was held in Concord, California with representatives from 43 counties, and their partners in attendance.
- The Association appreciated the updates given by State Commission staff on the Master Plan for Education and its meaning for Proposition 10 and on the May Budget Revise.
- The Association continues to collaborate with the State Commission on the School Readiness Initiative, the Prop 10 evaluation process, and the Technical Assistance Working Group.
- An update of the AmeriCorps/VISTA Initiative and the progress being made to apply for federal support for an expanded three-year proposal to provide AmeriCorps and/or Vista positions to all Proposition 10 County Commissions interested in participating.
- The Association had productive “breakout” sessions among the various county regions to discuss issues that counties shared.
- Introduced the Association’s new Executive Director, Sherry Novick, who has begun her assignment part-time initially and will be full-time in September 2002.

ITEM 7 Advisory Committee on Diversity - ACTION

The State Commission considered the California Children and Families Association's nomination of Karen Blinstrub, Executive Director of the Santa Clara County Children and Families Commission to the Advisory Committee on Diversity.

ACTION:

The nomination passed unanimously.

ITEM 8 Rural and Small Population County Funding Allocation - ACTION

- The Commission discussed and considered approving funding for continuing and expanding the State Commission supplemental funding to rural and small population counties. This item was discussed at the previous Commission meeting in April, as well as at other meetings over the past year.
- The Commission was presented with a request to approve funding in the amount of \$2,738,000 per year for two years for travel and administration costs for each of the 31 rural and small population counties, and \$800,000 for two years for eight county commissions to guarantee a minimum annual funding level of \$200,000.
- The Commission also discussed and made clear its expectation that the State Commission and county commissions jointly pursue legislation to alter the funding formula in the Proposition 10 statute to have this money come from the 80 percent share of revenues allocated to county commissions.
- The Commission considered approval of \$1,625,000 per year for four years to expand the School Readiness Initiative to provide funding to all 58 county commissions.

Discussion:

- Discussion took place on the Commission's expectations about a joint State/county commission pursuit of legislation to alter the funding formula in Prop 10. Pat Wheatley, President of CCAFA, expressed that most county commissions had only recently heard about the proposal to seek a future funding change to the statute, and that the Association had not had a chance to discuss it. She also expressed some concern about the "timing" of seeking a statutory change.
- Both Commission Vice Chair Belshé and Commissioner Hill-Scott expressed their expectation and understanding that county commissions were committed to the goal of this effort and that commitment and timing were separate issues.

ACTION:

The motion passed unanimously.

ITEM 9 School Readiness Component of the Legislature's Master Plan for Education - ACTION

The Commission discussed and took action on the recommendations of the Master Plan for Education's School Readiness Working Group in the context of Commission policies and programs. The Commission considered approving a course of action in support of one or more of the recommendations.

Discussion:

- Commissioner Gutierrez was very supportive of the recommendations contained in the School Readiness Component.
- It was reported that Senator Dede Alpert, the Chair of the Joint Committee to Develop a Master Plan for Education, is securing through legislation a change in the name of the Master Plan for Education (to drop K-University), and to extend the life of the Joint Committee beyond November 2002.
- Ex Officio Commissioner Garcia reported that the Governor has not taken an official position on the Master Plan for Education and raised the issue of the cost of the recommendations and suggested that the Commission should identify some priorities.
- The discussion among Commissioners focused on the strategy of presenting a "gold standard" as something to work for, recognizing that Proposition 10 cannot carry the entire fiscal burden, rather than identifying priorities that will lessen what is ideal for an overall educational system we would want for our children.
- Commission Chair Reiner stated that the Commission should lay out a "blueprint" of a system, and leave for others to implement over the course of the next 20 years.
- Commission Vice-Chair Belshé commented that the Commission should support the Master Plan recommendations "conceptually" regarding direction, values, principles, and objectives. She posited that the Commission should decide what its "niche" is in this effort and then advocate for those components of the Master Plan that reflect that niche.
- Commissioner Hill-Scott commented that as we move forward, we should keep in mind the long term standard we wish to aspire to.
- Director Henderson commented that there is still work to be done and staff will continue to work with the Working Group on issues such as governance and making sure that the recommendations do in fact get into the final Master Plan for Education. The Commission also needs to work with the county commissions.
- Commissioner Gutierrez asked whether the public input process for the draft Master Plan for Education is accessible to parents.
- Final motion was to endorse in concept the recommendations of the Working Group, but recognize that at some time discussion regarding priorities will need to be undertaken, as well as what additional steps to take to support or implement selected recommendations.

Public Comment:

- Karen Blinstrub, Executive Director of Santa Clara County Children and Families Commission, echoed the views of the Commission that the concepts need to go forward and that “kids don’t deserve less.” The recommendations need to be available for the public to respond to, otherwise the Commission would risk the public thinking the Commission’s position is otherwise.

ACTION:

The motion to endorse the recommendations in concept passed unanimously.

ITEM 10 Legislative Items - ACTION

Utilizing existing legislative review criteria, the Commission considered and discussed Commission positions on the following bills:

AB 2255 (Wright) – Child Care Center Licensing/Regulation Review

- Commissioners discussed this bill and its impact on reducing outdoor play space for children in Child Care especially in high-density areas.
- Sherry Novick, speaking as legislative staff, gave a history of the bill and background, stating that the Assembly policy committee that heard the bill wanted regulations reviewed to ensure they were not out-of-date.
- Two groups providing public comment reported they are opposed to the bill: the California Association for the Education of Young Children and the California Child Care Resource and Referral Network.
- Commissioners needed more research into the consequences of the bill.

Commission Action:

No Position Taken

AB 2721 (Chan) – Dental Health Study

- This bill would require the Department of Health Services, in conjunction with the California Department of Education, to conduct a study on the unmet dental needs of children in California.
- Commissioners discussed whether this bill is necessary to ensure the information gets collected and suggested that the bigger issue is the supply and distribution of dental providers.

Commission Action:

No Position Taken

AB 2741 (Chan) – Children’s School Readiness and Health Council

- This bill would establish the Children’s School Readiness and Health Council, within the State’s Health and Human Services Agency.
- Concerns were raised regarding the necessity for legislation that does what the Administration could do on its own.

Commission Action:

No Position Taken

AB 2954 (Simitian) – Child Care Facilities in Land Use/General Plans

- This bill would require that the Land Use Element of a city or county’s General Plan address the distribution of child care facilities.
- Carolyn Wylie, Executive Director of the Riverside County Children and Families Commission, stated in public comment that Riverside County is trying to do a master plan for land use and that this bill would be helpful.

Commission Action:

Voted unanimously to Support

SB 1700 (Peace) – Tobacco Products Licensure

- This bill would establish a licensing system for the sale of tobacco products by retailers, distributors, manufacturers, and wholesalers, intended to diminish youth access and illegal sales.

Commission Action:

Voted unanimously to Support

Additionally, the Commission discussed possible revisions to the criteria staff uses to review and assign priority to legislation and budget proposals. Revisions will be made in an effort to capture and focus on the bills that relate directly to the mission of Prop 10, the Commission's School Readiness Initiative and its five focus areas, and to the recommendations of the School Readiness component of the Legislature's proposed Master Plan for Education. The revised criteria will be brought back to the Commission at a future meeting for action.

Discussion:

- Commission Vice-Chair Belshé commented that School Readiness is “our lens” for reviewing legislative proposals, and that the Commission should be proactive rather than reactive to legislative proposals.
- The Commission needs to identify concrete proposals to advocate around and those issues have not been identified yet. The Master Plan for Education’s School Readiness Working Group recommendations may serve as the central advocacy agenda for the Commission.
- Commissioner Hill-Scott said the current system of review was acceptable for now, and that it should evolve over time.

- Commissioner Gutierrez asked if CCFC's position made a difference. Ex-Officio Commissioner Rosselli reported that the Commission's positions have been impactful and that the Administration looks closely at them. He stated that the Commission needs to establish a criteria landscape in which a small number of bills are focused on.
- Director Henderson stated that bills for a "study" or "pilot" that focus on one county or special projects need not be brought to the Commission's attention unless under unique circumstances.
- Commission Chair Reiner stated that unfunded mandates need not be brought forward, and that the Commission needs to provide leadership in advocating for legislation that is meaningful to the Commission's mission.
- Commissioner Gutierrez suggested that the Commission staff communicate with the Commission's "partners" and inform them of what is being looked at and exchange information.

ITEM 11 Public Awareness Campaign Funding for Abandoned Newborns Law - DISCUSSION

The Commission discussed the possibility of contributing funds to a public education campaign to raise public awareness for the "Safe Arms for Newborns" legislation (Senate Bill 1368, Brulte, 2000). The request from the Department of Social Services (DSS) was for \$1 million to complement its \$500,000 for calendar year 2003.

Discussion:

- Demographics regarding the target population are lacking, but any public relations campaign will target childbearing women between the ages of 13-38.
- Blanca Castro, of the Department of Social Services outlined the history of the Safely Surrendered campaign and summarized the DSS request of the Commission.
- Chair Reiner expressed concern about Prop 10 being asked to fund other unfunded programs.
- Ex-Officio Commissioner Rosselli acknowledged that this program would otherwise be funded with General Fund if not for the budget crisis, and should be funded with General Fund in the future.
- Commissioners expressed their strong position that this should be one-time funding for the Commission unless the campaign is extremely effective.
- Commissioners were assured that the effectiveness would be measured.

Public Comment:

- Therese Tran, representing Senator Brulte, commented in support of the proposal.
- Steve Thaxton, Executive Director of El Dorado Children and Families Commission, and Wendy Rowan, Executive Director of Humboldt County Children and Families Commission spoke in support of the allocation.

- Debi Faris, Executive Director of Garden of Angels, spoke on behalf of the proposal, thanking the Commission for its actions.

ITEM 12 Implementation Plan for the Commission's Five Focus Areas - DISCUSSION

The Commission discussed implementation plans for the State Commission's five focus areas and the options and timelines for each.

Discussion:

- The Commission was updated on the implementation plans and informed that following discussion and input from the county commissions, it was evident that the timeline may need to be amended.
- Commissioners discussed the possibility of combining some of the focus areas strategies (i.e., Children with Special Needs and Mental Health).
- Director Henderson outlined the need for clarity from the Commission since some of the focus areas may require more study and discussion and come back as "options" while in other areas, one or two Commissioners could be the leader in a topic resulting in one set of recommendations to the Commission.
- Director Henderson reported that many of the focus areas will be implemented through the School Readiness Initiative, or at least in conjunction with it, which may affect timing on addressing the focus areas
- Commission Vice-Chair Belshé stated that on some of the focus areas, such as oral health for children, the Commission should move forward sooner.
- Commissioner Gutierrez reinforced the position that while we should move wisely and quickly, the Commission needs to insure that the five focus areas build on the School Readiness Initiative in design.
- Commission Chair Reiner inquired if the cost of these five focus areas could be in the vicinity of \$5-10 million and would it be short or long term. Mr. Munso replied that a Finance Plan would be brought before the Commission.

Public Comment:

- Gene Lucas urged the Commission to conduct research.

ITEM 13 Informal Caregiver Support Project - DISCUSSION

The Commission discussed issues and potential strategies to provide support to informal caregivers, one of the Commission's five focus areas. Informal child caregivers are those individuals providing care for children, either in the child's home or the caregiver's home, without being required to be licensed by the state child care licensing agency (DSS). Care in a child's own home by an adult outside the immediate family, care by relatives, family child care homes that care for one other family's children in addition to their own, and cooperative arrangements between parents for the care of children where no payment or in-kind income is involved are all exempt from California licensing requirements. Commission staff sought direction from the Commission on several policy questions and several funding options for providing support to informal child caregivers.

Discussion:

- Commission Chair Reiner raised a number of questions and comments on this item: (1) Was Evaluation and Technical Assistance included within the \$5-10 million RFF for demonstration sites? (2) Could some of the program elements in the RFF be part of the research agenda? and (3) adding “supplemental” material to the “Kit for New Parents” (Option “C” of the Start-Up Activities) is not a short-term solution, as the process to modify the Parents’ Kit takes time.
- Commissioner Hill-Scott suggested establishing an incentive match program to work collaboratively with county commissions to achieve the goals of the Master Plan for Education. For example, there is a need for 48 hours of training, as recommended in the Master Plan, and a fiscal match with counties could be one strategy to accomplish the training.
- Commissioner Gutierrez commented about outreach efforts and in establishing trust with the informal care network, often immigrants, who may have language and other cultural issues that can be a communication barrier. Any program needs to understand the community it is involved with.

Public Comment:

- Donna Beveridge, School Readiness Coordinator for San Bernardino Children and Families Commission, commented on programs funded by the San Bernardino Commission, and in working collaboratively with the UC Davis Family Child Care At Its Best Program, and that there are many child care programs available for informal caregivers. She suggested that current curricula be reviewed rather than developing new curricula.
- Kathy Stafford, Executive Director of Yolo County Children and Families Commission, stated child care is a priority for children 5 and younger and that the Yolo Commission is currently revising its Strategic Plan to cover informal child caregivers in the manner that it currently covers formal child care providers.
- Carolyn Wylie, Executive Director of Riverside County Children and Families Commission, stated the Riverside Commission is planning to move forward on informal child care issues, as 60-70% of child care in Riverside is unregulated. They expanded on capacity building and have a desert program in place that has a local curriculum for migrant families.
- Cindy Mall of the Resource and Referral (R&R) Network and manager of the Trust Line, reported that a collaborative of 12 “R&R” agencies are forming a Task Force to explore informal child care and what providers would want in terms of training.
- Ana Lane, Resource and Referral Network in San Mateo County, spoke about a 16 hour basic curriculum that focuses on brain development and the role of the provider. She stated that “intentionality” and quality are important, and that “quality” is not the same for all. The R&R’s are a central location to go to; services should not be duplicated.
- Rick Spears, Executive Director of San Francisco Children and Families Commission, reported that the average income of informal caregivers is

approximately \$18,000 per year and that they are in need of a wide range of information. He stated that 30% want to know about licensing. He also commented on the use of the R&R Network to help coordinate some of the informational sources; they are a trusted resource.

- Karen Blinstrub, Executive Director of Santa Clara County Children and Families Commission, informed the Commission that the County Commission had provided \$15 million for Professional Development for informal caregivers. She reported that in addition to R&R's, providers come to Prop 10 directly, and that the School Readiness program is the broadest connection. Her Commission has done a survey and focus groups and have good data. She recommended that curricula not be restricted; it needs to be culturally appropriate.
- Steve Thaxton, Executive Director of El Dorado County Children and Families Commission, commented about the need for flexibility at the local level, and said matching funds initiatives have impact. 64% of children are in exempt care in his county.
- Blanca Nunez, from BANANAS in Alameda County, reported that her organization receives 600-800 calls per month from parents seeking child care. They have orientations in four languages to recruit child care providers. They also receive 200-300 calls from Spanish-speaking individuals looking for jobs in the child care field.
- Written public comment was received from Gene Lucas, who stated that an additional, cost-effective media item to consider is the audio CD-ROM. He suggested that the Commission could provide them to R&R organizations and other providers.

Commission Direction:

The Commission recommended that staff continue on development of the demonstration projects and fund demonstration projects in which training is an integral part. Staff should target license-exempt child caregivers in SR Initiative communities, build on existing programs, and be flexible in the use of outreach materials. Work should continue on the formation of focus groups, targeting non-subsidized providers, but not delay other components. Direction was also given to staff to get started in developing a supplement to the Kit for New Parents.

ITEM 14 Statewide Data Collection and Evaluation of Proposition 10 Funded programs - DISCUSSION

The Commission's evaluation contractor, SRI International, was introduced and presented an overview of the components of the statewide data collection and evaluation process. Mary Wagner of SRI, International provided an overview of the data collection strategy and commented that this is an opportunity for the Commission to take a leadership position in putting information in the public sector, and to shift the balance of power in favor of children and families by putting information in the hands of the field.

Discussion:

There was discussion among the Commissioners regarding the data elements, strategies used and participants in the study and their level of expertise in various areas, particularly diversity.

Commissioner Gutierrez inquired at to what cultural/social data would be gathered. Response was such data as ethnicity, special needs, income, age and education of parents. Discussions are continuing with county commissions on other data elements. There will be regional meetings.

Public Comment:

Lucy Coleman, from the Greater Richmond Social Services agency, supports evaluation for all state-funded programs.

ITEM 15 Development of a State Commission Research Panel - DISCUSSION

The Commission discussed how the State Commission should focus its research efforts, and possible approaches for the development and implementation of a research agenda for the State Commission, including establishing a formal research panel.

Discussion:

- Discussion focused on the possible research areas to establish comparison, cost-benefit, and sustainability.
- Commissioner Hill-Scott commented that the current level of California research may be more scientific and not necessarily tied to social needs, and that neither model proposed—formal panel or informal—may be exactly what the Commission needs.
- Commissioner Hill-Scott reminded the Commission that what is needed is a practical, rather than academic-driven, approach.
- Other discussion focused on the need to have a research tool that could adjust as new questions arise in midstream.
- Support was expressed for peer review areas for sub-topics under School Readiness.
- Comments were made regarding the dissemination of research results as part of the research plan, as well as release of the action plan, and a presentation in the annual report.

Public Comment:

- Sean Casey, Contra Costa County, supports applied research and recommends that the Commission involve representatives from local commissions and consider dissemination of all relevant research.
- Karen Bellardo, Bellardo and Associates, Santa Clara County, supports applied research and the involvement of providers (clients).
- Written comments were received from Gene Lucas:

- Suggested that the “formal advisory board” option be selected.
- Recommended that the contractor could be UC Davis, via an interagency agreement.
- Supported the Commission’s potential use of an “administrative support contractor.”
- Suggested that the limitation to “applied research” should be expanded to “research and development of best practices and standards; projects without development potential should not be considered.
- Questioned the \$5 million funding proposed and recommended instead a commitment of at least the amount committed to the Evaluation and Data Collection project (\$23 million for three years).

ITEM 16 Parents’ Guide Renewal - DISCUSSION

The Commission discussed a proposal to update, revise and produce a second year supply of Parents’ Guides for insertion in the Kit for New Parents.

Discussion:

- The Parents’ Guide, developed by UC Berkeley, costs \$3.00 per guide, and a run of 500,000 copies totals \$1.5 million. There are 200,000 guides in English and 115,000 in Spanish currently in stock.
- Linda Neuhauser of UC Berkeley stated that now is the time to consider updating the Parents’ Guide while the supply is still sufficient. Ms. Neuhauser stated that new elements of information could be added to the Parents’ Guide as new information becomes available, such as the Safe Arms for Newborns public awareness campaign, or information on informal caregivers. The Parents’ Guide can be a very flexible tool.
- Nicole Kasabian stated that update runs would be carried out every 6 months with new updates.
- Commissioner Gutierrez inquired about the reading level of the Parents’ Guide and was told it was between the 5th and 6th grade level.

ITEM 17 Consent Calendar for Commission Agendas - DISCUSSION

The Commission discussed utilizing a “consent calendar” for certain items on State Commission agendas. Similar to consent calendars used by other boards and commissions and the Legislature, a consent calendar can be used to group items on an agenda for a single vote.

ITEM 18 Adjournment

The Commission meeting was adjourned at 4:00 p.m. in memory of Ted Boyles, father of Commission counsel Janie Daigle.